

WORKING TITLE	Accountant
PAYROLL CLASSIFICATION	Accountant II (E2262) or III (E2263) – Depending upon experience
DEPARTMENT	CSULB Research Foundation Business Office
STATUS	Fulltime, Benefitted, Exempt
POSTING DATE	2/25/2025
POSITION NUMBER	2692

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Director of Finance and Reporting, the Accountant will independently perform the full range of professional accounting work. Work assignments include, but are not limited to:

- Preparing and reviewing journal entries;
- Completing month-end and year-end financial processes;
- Backing up the preparation of the Research Foundation operating budget;
- Assisting with sponsored programs budget, journals and billing;
- Monitoring outstanding receivables and aging reports;
- Initiating collection calls and notices;
- Communicating with deficit fund owners how to correct a deficit balance;
- Assisting with the preparation of financial reports;
- Backing up the coordination of the annual financial audits;
- Cross-training within other classifications is required;
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree in accounting or finance required.
- Minimum of four (4) years of progressively responsible professional accounting experience with a comprehensive understanding of the accounting operations of a non-profit organization, college, or other organization of comparable scope and complexity;
- Governmental accounting/fund accounting experience is desirable;
- Knowledge of generally accepted accounting principles and practices;
- Knowledge of complex financial theory and analysis;
- Knowledge of contract and grant accounting;
- Knowledge of statistical and graphic presentation of data and advanced skills with Excel and Microsoft Word or equivalent;
- Must have advanced financial analysis and reconciliation skills;
- Working knowledge of governmental accounting methods and related laws, rules, regulations and pronouncements;
- Ability to apply accounting principles to the analysis of accounting issues;
- Ability to analyze and interpret financial data;

- Working knowledge and experience with Microsoft Office to prepare clear and accurate financial reports;
- Ability to utilize problem-solving techniques in finding solutions to complex accounting problems;
- Ability to make sound decisions and recommendations regarding accounting activities and financial reliability of special projects;
- Ability to communicate clearly and professionally both orally and in writing within the department and political environment;
- Possess strong attention to detail;
- Experience with Peoplesoft Financials preferred.

Overtime may be required during the Research Foundation audit period and other critical times.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$3,333.33 - \$3,750.00 per pay period (24 per year)/(Equivalent of \$80,000 - \$90,000 annually)

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or Email: FND-HR@csulb.edu

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.